



African American Resource Center
(714) 278-3230

African American Resource Center Graduate Student Coordinator

Salary Range: \$800-\$1,134 Monthly

Job Description

- Serves as on-site coordinator of the AARC. This is organizing the daily activities for staff members and coordinate student staff activities
- In concert with Director, develops and distributes work schedule for staff
- Supervises staff members
- Organizes events for the AARC calendar and campus-wide programs for the students and community at large
- Special duties as assigned
- Responsible for implementing and developing student support programs for the African American community
- Oversees program advising to the Black student organizations and provides leadership
- Maintains a thorough knowledge of and interprets University policies and procedures to student groups
- Develop and maintain a system of data collection
- Analyze and interpret data for program planning and development

Eligibility

- The position is open to graduate students at CSUF in good academic standing. Eligible applicants must have a minimum GPA of 3.00.

Qualifications

- Applicant must have the following:
 - 1) Good organization and management skills
 - 2) Sensitivity to students of diverse ethnic backgrounds, particularly African Americans
 - 3) Good communication and interpersonal skills
 - 4) Ability to work under minimum supervision
 - 5) Familiarity with university student support services and resources
 - 6) Ability to work in a cooperative management setting

Hours

- Must be able to work 20 Hours per week. Some weekend and evening hours required

Application

- Application and additional information are available from the AARC office H-222, (714) 278-3230, Applications and interviews will be accepted until the position is filled

Term of Service

Academic Year